

Basic Information Module

This module contains three forms:

- Identification Form (B-10);
- Contacts Form (B-20); and
- Contractual Relationship Form (B-30).

Identification form (B-10)

The B-10 form collects basic organizational and service information about transit agencies, including state recipients, Metropolitan Planning Organizations (MPOs), and regional planning commissions filing National Transit Database (NTD) reports. Internet Reporting uses this information to generate the appropriate forms for the reporter, based on the uses of [§5307 Urbanized Area Formula Program](#) (UAF) funds, the number of vehicles operated by mode and type of service (TOS), capital improvements for modes of service not yet in operation, contractual agreements with transit agencies filing their own NTD reports, selection of Small System Waiver (30 or fewer vehicles), and the size of the urbanized area (UZA).

This form is required for all transit agencies, including state recipients, MPOs, and regional planning commissions.

Contacts form (B-20)

The B-20 form identifies key personnel at the transit agency responsible for NTD reporting. The form collects information on how to reach the chief executive officer (CEO), and NTD safety and security contacts. Transit agencies may also identify additional personnel to receive NTD communications, if desired, by contacting their NTD analyst.

This form is required for all transit agencies.

Contractual Relationship form (B-30)

The B-30 form identifies the buyers and sellers of purchased transportation (PT) services and provides key financial and operating data for the purchased service.

This form is required for all transit agencies with contractual relationships for PT services.

Identification form (B-10)

Form Name: Identification (B-10)

[Close Form](#)

01 Transit Agency Identification Information

Agency name*	<input type="text"/>	Fiscal year Ending	<input type="text"/>
Mailing address*	<input type="text"/>	P.O. Box	<input type="text"/>
Mailing address	<input type="text"/>	Zip code* (ex: 22222)	<input type="text"/> - <input type="text"/>
City*	<input type="text"/>	FTA Recipient ID	<input type="text"/>
State*	Make Selection ▼	DUNS Number	<input type="text"/>
URL (ex: www.url.com)	<input type="text"/>		
Agency acronym	<input type="text"/>		

Are you a recipient or beneficiary of Urbanized Area Formula Program grants with continuing requirements? * Yes ☐ No (voluntary reporter) ☒02 Are you requesting a Small System (30 or fewer vehicles) waiver? * Yes ☐ No ☒

03 Organization Type*

Make Selection ▼

05 Demographic Information*

Primary UZA -

Service area information: Square miles Population

Available Secondary UZA/Non-UZA(s)

Make Selection
 Abilene, TX - 282
 Aguadilla-Isabela-San Sebastián, PR - 124
 Akron, OH - 71
 Albany, GA - 309

Add UZA

Remove UZA

Selected Secondary UZA/Non-UZA(s)

06 Enter Number of Vehicles Operated in Annual Maximum Service by Mode and Types of Service below:
(Complete all boxes that apply for those services included in your report)

Directly Operated (DO) Modes	Vehicles	Purchased Transportation (PT) Modes	Vehicles
Aerial tramway (TR)	<input type="text"/>	Aerial tramway (TR)	<input type="text"/>
Alaska railroad (AR)	<input type="text"/>	Alaska railroad (AR)	<input type="text"/>
Bus (MB)	<input type="text"/>	Bus (MB)	<input type="text"/>
Bus Rapid Transit (RB)	<input type="text"/>	Bus Rapid Transit (RB)	<input type="text"/>
Cable car (CC)	<input type="text"/>	Cable car (CC)	<input type="text"/>
Commuter Bus (CB)	<input type="text"/>	Commuter Bus (CB)	<input type="text"/>
Commuter rail (CR)	<input type="text"/>	Commuter rail (CR)	<input type="text"/>
Demand response (DR)	<input type="text"/>	Demand response (DR)	<input type="text"/>
		Demand response Taxi (DT)	<input type="text"/>
Ferryboat (FB)	<input type="text"/>	Ferryboat (FB)	<input type="text"/>
Heavy rail (HR)	<input type="text"/>	Heavy rail (HR)	<input type="text"/>
Hybrid Rail (YR)	<input type="text"/>	Hybrid Rail (YR)	<input type="text"/>
Inclined plane (IP)	<input type="text"/>	Inclined plane (IP)	<input type="text"/>
Jitney (JT)	<input type="text"/>	Jitney (JT)	<input type="text"/>
Light rail (LR)	<input type="text"/>	Light rail (LR)	<input type="text"/>
Monorail/Automated guideway (MG)	<input type="text"/>	Monorail/Automated guideway (MG)	<input type="text"/>
Publico (PB)	<input type="text"/>	Publico (PB)	<input type="text"/>
Street Car Rail (SR)	<input type="text"/>	Street Car Rail (SR)	<input type="text"/>
Trolleybus (TB)	<input type="text"/>	Trolleybus (TB)	<input type="text"/>
Vanpool (VP)	<input type="text"/>	Vanpool (VP)	<input type="text"/>
Other vehicles operated (OR) (Describe *)	<input type="text"/>	Other vehicles operated (OR) (Describe *)	<input type="text"/>
Total vehicles operated in annual maximum service (DO)	<input type="text"/>	Total vehicles operated in annual maximum service (PT)	<input type="text"/>

07 Capital or Non Capital Investment for a Mode Not Currently in Service (Select all applicable Mode/Service combinations)

Available Modes/Services

Select from the following Modes/Services
 Cable Car-DIRECTLY OPERATED
 Commuter Rail-DIRECTLY OPERATED
 Demand Response-DIRECTLY OPERATED
 Ferryboat-DIRECTLY OPERATED

Add

Remove

Selected Modes/Services

08 Filing a Separate NTD Report (Select all applicable Modes not in this report)

Available Mode(s)

Select from the following Modes of Operation
 Cable Car
 Commuter Rail
 Demand Response
 Ferryboat

Add Mode

Remove Mode

Selected Mode(s)

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Overview

The B-10 form collects basic organizational and transit service information about transit agencies, state recipients, Metropolitan Planning Organizations (MPOs), and regional planning commissions filing National Transit Database (NTD) reports. Internet Reporting uses this information to generate the appropriate forms for the reporter, based on uses of [§5307 Urbanized Area Formula Program](#) (UAF) funds, the number of vehicles operated by [mode](#) and [type of service](#) (TOS), capital improvements for modes of service not yet in operation, contractual agreements with agencies filing their own NTD Annual Reports, selection of a [Small System Waiver \(30 or fewer vehicles operated in annual maximum service\)](#), a Grants Waiver request and the size of the [urbanized area](#) (UZA).

Reporting Requirements and Thresholds

All reporters must complete this form.

Most information is pre-filled from the prior report year. You should review the information and edit as necessary. If you need to change the pre-filled data (such as changes to your agency's fiscal year end (FYE) date or changes to your primary UZA), you will need to contact your NTD analyst.

Small System Waiver (30 or fewer vehicles)

Reporters should also use this form to indicate that they are filing a [Small System Waiver](#). Agencies reporting as "Small System Waiver" will have a reduced set of requirements. See the Introduction section of this manual for additional information on waivers.

Planning and Capital Grants Waiver

Reporters that are not yet operating service, but are expending UAF funds on planning or capital investment will fill out an abbreviated version of this form. The waiver request should be submitted via the **e-File**. If you are granted a Capital Grants Waiver, only the F-10 and F-20 forms will be generated. See the Introduction section of this manual for additional information on waivers.

What Has Changed from Prior Year

There are no changes for the 2013 report year.

Approach

This form is used to collect the basic data that identifies your transit agency, including your agency's name, address, and organization type. This form also identifies the urbanized areas served by your agency, and whether your agency provides service to any non-urbanized areas.

Detailed Instructions

This section discusses the key issues involved in completing this form.

At the top of the form is the [NTD identification number](#) (NTD ID) and agency name. This information is pre-filled and cannot be edited. If the information is incorrect, please contact your NTD analyst.

NTD ID

The NTD ID is the four-digit number FTA assigned to your agency. Review to ensure your NTD ID is correct (i.e. the first number in your agency's ID is the region where you operate service). Contact your NTD transit analyst immediately if there is a problem.

Identification Information

The agency identification information is pre-filled based on the prior report year submission. Review and edit any information that is no longer correct.

Fiscal Year

The fiscal year must always cover a 12-month period. The fiscal year end date (FYE) appears as a non-editable field because reporters rarely change their FYE.

If your agency's fiscal year has changed, contact your NTD validation analyst and describe the change. Your NTD validation analyst will answer any questions that you have about the reporting implications of changing your fiscal year.

Use the **e-File** tab to inform FTA of the new fiscal year end date. FTA will define a 12-month period for your NTD Annual Report that either repeats months from the prior report or skips months from the end date of the prior report. FTA will reply via the **e-File** tab summarizing this decision and will also change the fiscal year date in item 1 of the form.

You should wait for FTA's decision regarding the 12-month reporting period before you enter data into the NTD forms.

Mailing Address

The agency's mailing address. Agencies must either indicate a mailing address on line 1, or a P.O. Box address in the P.O. Box field.

URL

A universal resource locator (URL) is the address of the agency's website; e.g., www.pbtransit.com or www.coaster-transit.org. **Do not include http://**. Not all NTD reporting agencies have a website address.

Agency Name and Acronym

The agency name is the full **legal** name of the agency. The agency's acronym is the trademark or familiar name used for marketing the transit service. This acronym may be used in selected FTA publications.

FTA Recipient ID

The [FTA recipient identification number](#) (TEAM ID) is the four-digit number assigned to your agency for the FTA electronic grant making system – TEAM (Transportation Electronic Award and Management). If you have a question regarding this number, please contact your agency's grant manager or [chief executive officer](#) (CEO). Not all NTD reporting agencies will have a recipient identification number. Please be aware that the FTA Recipient ID is not the same as your NTD ID.

DUNS Number

The Data Universal Numbering System (DUNS) is a system developed and regulated by Dun & Bradstreet (D&B) which assigns a unique nine-digit numeric identifier to a single business entity. All grant applicants for new or renewal awards on or after October 1, 2003 must have a DUNS number.

Are You a Recipient or Beneficiary of Urbanized Area Formula Program Grants with Continuing Requirements?

This question identifies NTD reporting agencies that are recipients or beneficiaries of UAF Program grants and are required by statute to submit the NTD Annual Report. You should answer **Yes** if:

- You received a §5307 grant during your most recent fiscal year;
- You received pass-through benefits of §5307 funds from another grant recipient during your most recent fiscal year;
- You used capital equipment originally purchased with §5307 money, and which was not past its useful life at the beginning of your most recent fiscal year; or
- You do not fall into any of the above categories, but you received or benefited from §5307 grants in the past and intend to apply to receive or benefit from §5307 grants in the future.

You should answer **No** if you do not fall into any of the above categories, and you are a voluntary reporter to the NTD.

Are You Requesting a Small System Waiver?

This section is for transit agencies requesting a Small System (30 or fewer vehicles) Waiver from reporting. You should answer **Yes** to apply for this waiver. Agencies who request this waiver report less detailed financial and service data. The report is simpler to complete; however, agencies are not eligible for certain factors of Small Transit Intensive Cities (STIC) funding. Contact your grants office or local MPO for more information regarding STIC funding. For detailed instructions, you should see Small Systems Waiver in the Introduction section of this manual.

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Organization Type

This section describes the most common types of transit agencies: independent public entity or its subsidiary, unit or department of government, university, and planning agency. There are also categories for less common organization types: area agency on aging, private for-profit or non-profit corporation, private provider reporting for the public buyer of service, and consolidated reporter.

Select one of the categories from the Organization Type drop-down menu.

Independent Public Agency or Authority for Transit Service

This typically includes transit districts and benefit areas that are independent entities with their own powers, by legislative mandate. Also, public transit may be only one of the independent agency's or authority's responsibilities. They may have responsibility for other transportation modes such as airports or ports.

If you are a [joint powers agency](#), select public agency or authority. Basically, this is a public entity that is a group of two or more public agencies that is set up to exercise powers together that members of the group already have.

Subsidiary Unit of a Transit Agency; Reporting Separately

This is typically part of an authority with multiple responsibilities, such as a transportation authority responsible for both transit and airport transportation. Or, it may be a transit authority that has separate operating districts for different urbanized areas. For these subsidiaries, there will be multiple NTD reporters.

If there is only one subsidiary unit for transit or multiple subsidiaries that are all transit modes, choose menu selection 1: independent public agency or authority for transit service.

Unit or Department of City, County or Local Government

This is the most common form of public transit organization. For NTD, the unit or department is the transit agency and reports as the city, county or local government since it is the legal entity with authority to operate transit.

Unit or Department of State Government

There are a limited number of state entities reporting to NTD. Independent public-benefit corporations for transit service that were chartered by the state should select independent public agency or authority for transit service. Select unit of or department of state government only if you are actually part of the state government and use one or more state employees.

University

These are university and college systems of both private and public institutions providing public transportation.

Area Agency on Aging

These are organizations established under the Older Americans Act in 1973 to respond to the needs of Americans sixty and over.

Metropolitan Planning Organization (MPO), Council of Governments (COG), or Other Planning Agency

These entities primarily address short- and long-range transportation needs in an area through a cooperative process among local jurisdictions. They are often involved in planning and capital grants for new transit modes prior to start-up of operations. They also often are responsible for regional vanpool programs reporting to the NTD.

Other Publicly-Owned or Publicly-Chartered Corporation

Exhibit 11 — Organization Type menu selections

1	Independent public agency or authority for transit service
2	Subsidiary unit of a transit agency; reporting separately
3	City, county or local government; Unit or department of
4	State government; Unit or department of
5	University
6	Area agency on aging
7	MPO, COG or other planning agency
8	Other publicly-owned or publicly-chartered corporation
9	Private for-profit corporation
10	Private non-profit corporation
11	Private provider reporting on behalf of a public entity
12	Consolidated reporter
13	Other

There are only a few of these entities reporting to NTD. They are usually quasi-public agencies that do not fit any of the above categories, such as a business improvement district that also provides transit service. Internet Reporting will display a box for you to describe your organization type.

Private For-Profit Corporation

There are only a few of these reporters. They operate independently for profit and are not under contract for transit service.

Private Non-Profit Corporation

There are only a few of these reporters. They do not operate for profit and are not under contract for transit service.

Private Provider Reporting on Behalf of a Public Entity

These are rare exceptions since NTD requires the buyer of service to report.

Consolidated Reporter

There are only a few consolidated reporters for NTD. Consolidated NTD reporters are a collection of transit agencies filing one report. One reporter may file a consolidated report on behalf of other reporters if it is easier to collect and control the quality of the data. This often occurs when one transit agency coordinates the development and funding of public transportation services in an area. Transit agencies filing a consolidated report must operate within the same UZA. Consolidated reporters must be pre-approved by FTA (See Introduction).

Other

If none of the choices fits your agency, select category 13: Other. Internet Reporting will display a box for you to describe your organization type.

Demographic Information

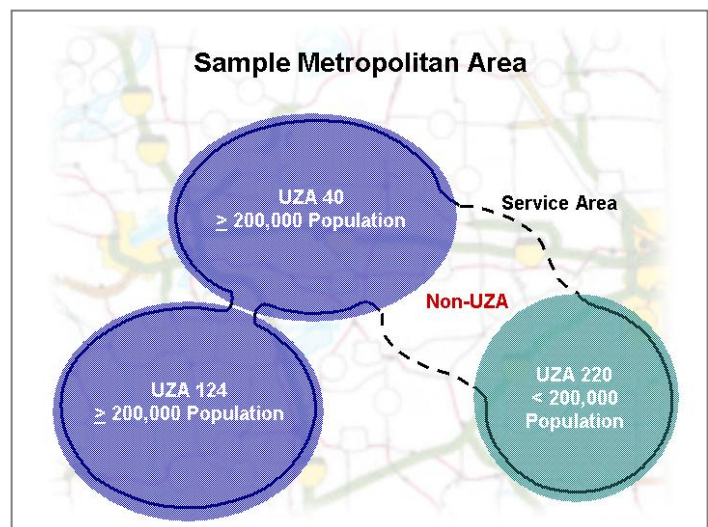
The demographic information describes the area and population where transit service is operated. Information is provided for urbanized (UZA) and non-urbanized areas and for service area.

Urbanized Area

The U.S. Bureau of the Census defines and identifies Urbanized Areas (UZA). An UZA is defined by the Census as a densely-populated core and nearby densely-settled areas that together contain at least 50,000 in population, at least 35,000 of whom are not living on a military installation. The most-recent UZAs were identified using data from the 2010 Census. For detailed information on how the Census Bureau defines and identifies Urbanized Areas, please consult the Census Bureau website at: <http://www.census.gov/geo/reference/ua/urban-rural-2010.html>.

The UZA number is a designation assigned by FTA. For urbanized areas in the 50 United States and the District of Columbia, the UZA number is a numerical ranking by population size. Urbanized areas in Puerto Rico, the Virgin Islands, and the Northern Marianas are also assigned a unique UZA number by FTA. The Virgin Islands are not recognized as an urbanized area by the Census Bureau, but pursuant to 49 U.S.C. 5307(l), FTA treats the Virgin Islands as an urbanized area for purposes of transit grant-making.

The NTD treats all UZAs as either Large UZAs, Medium UZAs or Small UZAs. A Large UZA is a UZA with more than 500,000 in population. A Medium UZA is a UZA with between 200,000 and 499,999 in population. A Small UZA is a UZA with fewer than 200,000 in population. The NTD also refers to non-urbanized areas as Rural Areas. **Your primary UZA number and name are pre-filled and cannot be edited. If the information is incorrect, please contact your NTD validation analyst.**



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Identify all UZAs other than your primary UZA that are served by your transit agency as “secondary UZAs.” Additionally, identify if your transit agency serves any areas outside of the Census-defined urbanized areas. Identify the “Non-UZA-0” UZA if you provide any service that picks up or drops off passengers outside of the Census-defined Urbanized Areas, even if all of your service data will be allocated to one or more UZAs on your FFA-10 form.

Secondary UZA numbers with names are pre-filled based on information provided in last year's NTD submission. You can edit secondary UZA numbers with names, from the **Available Secondary UZA/Non-UZA(s)** drop-down menu of UZAs using the **Add UZA** or **Remove UZA** buttons.

Service Area

[Service area](#) is the total population and square miles served for all modes and types of services provided. For bus (MB), trolleybus (TB), and rail service, use ADA definitions and requirements to determine service area boundaries and population. The [bus service area](#) is essentially defined as $\frac{3}{4}$ mile on each side of a fixed route. The [rail service area](#) definition focuses on a $\frac{3}{4}$ -mile radius around each station.

For [demand response](#) (DR) and [demand response-taxi](#) mode, if your service area extends beyond ADA requirements of $\frac{3}{4}$ mile around fixed routes, use the actual service area.

For modes not covered by ADA, including [ferryboat](#) (FB) and [vanpool](#) (VP), determine service area and population using locally defined criteria.

Service area and population are pre-filled based on the information provided in the prior report year submission. Review and update the data as appropriate. Use the most current figures or official estimates of population. These statistics are often available from your area's metropolitan planning organization.

Population and area (in square miles) statistics for the UZA will not equal those for the service area in most cases. This is true because UZA statistics are based on Census definitions, while service area statistics are based on where services are operated. The Sample Metropolitan Area graphic shows an example of these differences for a transit system that serves portions of three urbanized areas UZAs and also serves a rural (other than urbanized area) area.

Number of Vehicles Operated in Annual Maximum Service by Mode and Type of Service

Report the number of VOMS, by mode and TOS, for those services included in your report.

Vehicles Operated in Maximum Service (VOMS)

VOMS are the maximum number of [revenue vehicles](#) necessary to actually operate service **excluding atypical days** (e.g., Fourth of July), or one-time special events (e.g., World Series celebrations, political conventions). This is the maximum number of vehicles on the street or guideway (rails, waterways, overhead catenary) at any one time. Vehicles deployed as extra service should not be included in VOMS. In other words, VOMS is the largest number of vehicles **scheduled** to operate at any one time during the year.

Type of Service (TOS)

TOS is determined by who operates the revenue vehicles that carry passengers. Transit agencies have DO transit service when they employ their own labor for operators. Conversely, transit agencies have PT service when they contract another public or private provider to provide the labor for the operators.

The Contractual Relationship form (B-30) section of this manual provides more detailed information about the criteria for a contractual relationship for PT services, monetary considerations and cooperative agreements.

Note also that if you provide transit services through a [brokerage system](#), either directly or through a purchased transportation agreement, you may report only transit service that is provided by agencies participating in the brokerage under the purchased transportation agreement.

Mode

Transit agencies operate one or more modes of transit service. A mode is a system for carrying transit passengers described by specific right-of-way, technology and operational features.

To determine the appropriate mode, determine if a set of services substantially share vehicles, employees, and operating policies. If so, this would constitute a single mode for NTD reporting purposes, and would be classified to the most-appropriate mode based on the predominant characteristics of the group of services as a whole. The NTD recognizes the following modes of public transit service:

Exhibit 12 — Modes of Public Transportation

Aerial Tramway (TR) Non-Rail – Fixed Guideway



A system of aerial cables with suspended vehicles.

Alaska Railroad (AR) Rail – Fixed Guideway



A special railroad that Congress recognized for certain FTA funding that operates in Alaska.

Bus (MB) Non-Rail – Fixed Guideway or Non-Fixed Guideway



Fixed-route bus service is the most prevalent mode in the country. MB service is powered by a motor and fuel contained within a vehicle. Deviated fixed-route service is also reported as MB.

Bus Rapid Transit (RB) Non-Rail – Fixed Guideway or Non-Fixed Guideway



Fixed-route bus systems that operate at least 50% of the service on fixed guideway. These systems also combine passenger stations, traffic signal priority or pre-emption, low-floor vehicles or level-platform boarding, and separate branding of the service. This is often a lower-cost alternative to light rail.

Cable Car (CC) Rail – Fixed Guideway



A railway propelled by moving cables located beneath the street. While popular at the turn of the last century, the only surviving system is operated in San Francisco.

Commuter Bus (CB) Non-Rail – Fixed Guideway or Non-Fixed Guideway



Fixed-route bus systems that are primarily connecting outlying areas with a central city. Service typically uses over-the-road buses with service predominantly in one direction during peak periods, limited stops, and routes of extended length.

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Exhibit 12 — Modes of Public Transportation

Commuter Rail (CR) Rail – Fixed Guideway



Rail service operating on either old freight railways, or on tracks that are shared with freight railways, Amtrak, or both. The service is characterized by relatively long distances between stops, for service primarily connecting a central city with outlying suburbs and cities. The service may be either diesel or electric-powered and usually has grade-crossings with roadways.

Demand Response (DR) Non-Rail – Non-Fixed Guideway



Shared-ride demand response service is scheduled in response to calls from passengers. Many transit systems operate demand response (DR) service to meet the requirements of ADA.

Demand Response – Taxi (DT) Non-Rail – Non-Fixed Guideway



A special form of the demand response mode operated through taxicab providers, but with a system in place to facilitate ride sharing. The mode is always purchased transportation type of service. For Demand Response Taxi to be considered public transportation there must be an attempt for a shared ride program. Voucher Programs are not considered public transportation.

Ferryboat (FB) Non-Rail – Fixed Guideway



A mode that carries passengers over water.

Heavy Rail (HR) Rail – Fixed Guideway



An electric railway that operates local service in exclusive right-of-way. The service is characterized by long trains of six to eight cars or more and by relatively short distances between stops for local service within a city and the immediate suburbs. The Nation's traditional subway systems are classified as heavy rail.

Hybrid Rail (YR) Rail – Fixed Guideway



Rail systems primarily operating routes on the National system of railroads, but not operating with the characteristics of commuter rail. This service typically operates light rail-type vehicles as diesel multiple-unit trains (DMU's).

Exhibit 12 — Modes of Public Transportation

Inclined Plane (IP) Rail – Fixed
Guideway

A railway operating on steep slopes and grades with vehicles powered by moving cables.

Jitney (JT) Non-Rail – Non-Fixed
Guideway

A unique form of bus service using owner-operated vehicles on fixed routes.

Light Rail (LR) Rail – Fixed Guideway

An electric railway that operates local service in mixed traffic with road vehicles, or has grade crossings with roadways. The service is characterized by short trains of one to four cars and by relatively short distances between stops for local service within a city and the immediate suburbs.

Monorail/Automated Guideway (MG)
Rail – Fixed Guideway

An electric railway that straddles a single guideway. It may have vehicle operators or may use computers to guide the vehicles.

Publico (PB) Non-Rail – Non-Fixed
Guideway

Publicos are jitney services operated in Puerto Rico.

Streetcar Rail (SR) Rail – Fixed
Guideway

Rail systems operating routes predominantly on streets in mixed-traffic. This service typically operates with single-car trains powered by overhead catenaries and with frequent stops.

Trolleybus (TB) Non-Rail – Fixed
Guideway

Fixed-route service using rubber tire buses powered by electric current from overhead wires using trolley poles. Service using rubber tire replica trolleys or historic trolleys, powered by an on-board motor are **not included** in this mode.

Vanpool (VP) Non-Rail – Non-Fixed
Guideway

A commuting service operating under pre-arranged schedules for previously formed groups of riders in vans.

Other

If none of the choices fits your agency, select the category: Other. Internet Reporting will display a box for you to describe the other mode.

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Vanpool Reporting Requirements

When data for a vanpool program is reported to the NTD for the first time, the reporter must submit a written self-certification to the NTD, that:

- The vanpool is open to the public and that any vans that are restricted by rule to particular employers and which do not participate in the public ride-matching service of the vanpool are excluded from the NTD report;
- The vanpool is actively engaged in advertising the vanpool service to the public and in matching interested members of the public to vans with available seats;
- The vanpool program, whether operated by a public or private entity, is operated in compliance with the Americans with Disabilities Act of 1990 and implementing regulations at 49 CFR 37.31; and
- The vanpool **has a record-keeping system in place to meet all NTD reporting requirements**, consistent with other modes, including collecting and reporting fully-allocated operating and capital costs for the service.

At the same time, the vanpool program must certify that it is publicly sponsored, as either:

- Directly-operated by a public entity;
- Operated by a public entity via a contract for purchased transportation service with a private provider;
- Operated by a private entity as a grant recipient or subrecipient from a public entity; or
- Operated by an independent private entity with approval from a public entity that certifies that the vanpool program is helping meet the overall transportation needs of the local urbanized area.



Vanpool mode requires vehicles to have a seating capacity of at least seven.

Multi-Modal Vehicles

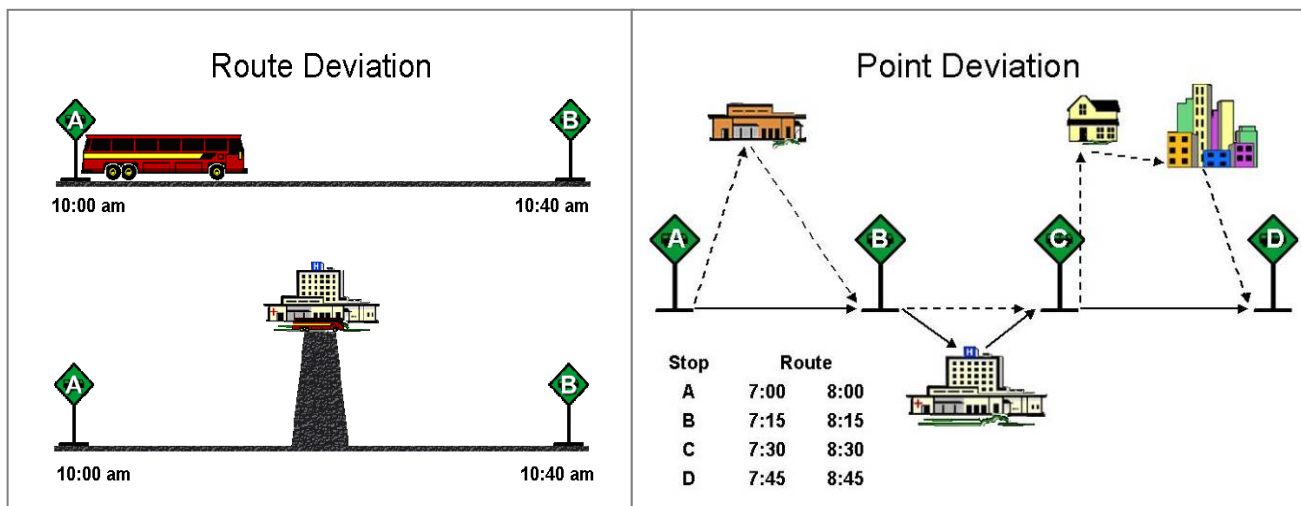
If a vehicle is used for more than one mode, report it under each mode for which it is used and describe the use of the vehicle using the **Add Form Notes** link.

For example, the transit agency may use five of its vehicles in MB mode during peak hours and, during non-peak hours, may use the five vehicles in DR service. The agency would report all of the vehicles as MB and DR on the Revenue Vehicle Inventory form (A-30) and should select Yes under "Supports another mode."

Route and Point Deviation Services

[Route deviation](#) and [point deviation](#) services have operating characteristics of both MB and DR modes. Route deviation service operates as a conventional bus route, but permits the bus to deviate from the route and service destinations within a prescribed distance (e.g., $\frac{3}{4}$ mile). Point deviation service makes scheduled stops at mandatory times along a corridor, but travels between the time points on a path that serves the origins and destinations of the passengers.

You should report route deviations and point deviations in MB service as MB mode. For MB service, the extent of deviation for whatever purpose, including an ADA-eligible trip, is MB mode for all service supplied, service consumed and operating cost data. Trips certified for ADA passengers for route/point deviation services are counted as MB trips.



Incidental Transit Service

There are times when existing transit services cannot meet demand. Transit agencies provide alternate ways to accommodate transit riders. This often occurs for:

- Employer-based Guaranteed Ride Home (GRH) program where the transit agency works with employers to ensure employees who took transit to work and who must leave work for a personal emergency (illness, family crisis) or have unscheduled overtime, have a ride home. There are often limits on the number of times an employee or company may use the GRH;
- Service interruptions (e.g., vehicle breakdown) and a replacement vehicle is not available, or an accident on light rail tracks so passengers must transfer to a bus line; or
- Cancellation of a reserved passenger trip in the demand response mode (vehicle or driver unavailable).

As these occurrences are infrequent, the alternate transit services are “incidental” to the regular mode of service.

Transit agencies provide incidental services typically in one of two ways:

- Taxicabs — reimbursing riders for the cost of the ride; or
- Transit agency — using vehicles available from another mode or service vehicles (such as a supervisor van and its driver) to provide the ride.

Report operating expenses for incidental transit services under the mode for which the services are being provided as an alternate or back-up. Do not report non-financial data statistics for incidental services, such as vehicle revenue miles and hours or unlinked passenger trips. Do not report incidental transit services as a separate mode. For the light rail accident described above, the incidental service is part of the light rail mode, not bus mode. Similarly for a GRH program, substituting with taxi service does not require a separate Contractual Relationship form (B-30); report the taxi service under the normal transit mode used.

Fixed Guideway for Bus, Bus Rapid Transit and Commuter Bus

If your transit agency enters VOMS for bus (MB), bus rapid transit (RB), or commuter bus (CB), the following two additional questions will appear on the form in order to determine if the service operates over FG. First, select from the menu of bus services and indicate whether this is DO or PT service.

- If there is directly-operated (DO) service, the following question will appear: Does your (bus type) DO service operate over FG?
- If there is purchased transportation (PT) service, the following question will appear: Does your (bus type) PT service operate over FG?

By TOS, indicate Yes if any of the service is operated over FG or No if none of the service is operated over FG. If Yes is selected, after the B-10 form is saved, the Fixed Guideway Segments form (S-20) and the Transit Way Mileage form (A-20) will be generated.

Exhibit 13 — Bus Type menu selections

1	Bus
2	Bus rapid transit
3	Commuter bus

Capital or Non Capital Investment for Mode not Currently in Service

This section describes modes by TOS that are not in operation during the reporting period, but for which the agency is incurring or planning capital expenses. These modes of service typically are in the planning, design or construction phases prior to beginning passenger service. However, in rare cases, these modes also could be existing modes for which service has been suspended as part of a renovation program (e.g., cable car service in San Francisco suspended while the cable system is being rebuilt).

Internet Reporting uses the information in this section to generate the data fields for reporting the capital costs for modes not currently in service in the Uses of Capital form (F-20).

This section is required for agencies with a Grants Waiver (Planning or Capital).

Select each mode by TOS from the **Available Modes / Services** selection menu by using the **Add or Remove Mode / Type of Service** buttons.

Filing a Separate NTD Report

This section is used by transit agencies to report the number of VOMS, by mode, for PT services not included in their report but that are included in another NTD reporter's report. Internet Reporting uses this information to generate:

- Appropriate Operating Expenses forms (F-30) for indicated modes; and

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- The data fields for reporting the capital costs on the F-20 form for the PT service included in the other NTD reporter's report.

Select each mode from the **Available Mode(s)** selection menu by using the **Add Mode** or **Remove Mode** buttons.

Line by Line Instructions for Identification form (B-10)

Upon entering your reporting area for the first time, you will be taken to the **Internet Reporting Home Page**.

- Click on the **Annual** tab to open the **Annual** screen; and
- Click on the **Identification form (B-10)** link to open the form. Review and complete the form following the instructions in this section.

Form Level Help: Click on the **Help** tab at the top of the screen for form level help.

Form Note: A form note can be attached to any form. Use the **Add Form Note** link for relevant information to a specific field, to the entire form or to multiple forms. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review or edit a form note from the **Notes** tab. Do not use the **Form Notes** feature to answer issues generated from this form. From the **Issues** tab use the **Add Comments** link next to the specific issue.

Saving or Closing the Form: Click on the **Save** button at the bottom of the screen to save the form. Click on the **Close** button at the bottom of the screen to close the form without saving. Saving the **Identification** form will automatically generate forms for you.

Additional forms you may need to add: Contractual Relationship forms (B-30) are added by clicking on the **Add Form** button at the bottom of the **Annual** screen. See the section of this Manual regarding the B-30 form below.

NTD ID: Review to be sure the [NTD identification number](#) (NTD ID) is correct. Contact your NTD analyst immediately if there is a problem.

Line 01: Agency Identification Information. **Pre-filled**, review for accuracy, edit as necessary.

- Agency Name: The agency's full legal name. No abbreviations or acronyms.
- Fiscal Year: Review to be sure the agency's fiscal year end (FYE) date (month, day, year) is correct. If the FYE date has changed, contact your NTD analyst immediately. Prior to filing the report: Transit agencies must notify FTA using the **e-File** tab when a fiscal year is changed so FTA can determine the appropriate reporting period. Reminder: The fiscal year must always cover a 12-month period, and if the fiscal year has changed, months are skipped or repeated, if necessary.
- Mailing Address: The agency's mailing address. Agencies must either indicate a mailing address on line 1, or the number(s) of a P.O. Box in the P.O. Box field.
- URL: The agency's URL (website address) such as www.pbtransit.com or www.coaster-transit.org. **Do not include http://.**
- Agency Acronym: The agency's acronym that is used for marketing the transit service. This acronym will be used in selected NTD publications.
- **FTA Recipient ID: The agency's [FTA recipient ID number](#) (TEAM). Not all transit agencies will have a recipient ID. Check with your grants manager or [chief executive officer](#) (CEO) if you have any questions.**
- DUNS Number: The agency's DUNS number as assigned by Dun & Bradstreet. The DUNS number is required for all grant applicants for new or renewal awards on or after October 1, 2003.
- Are You a Recipient or Beneficiary of Urbanized Area Formula Program Grants with Continuing Requirements? Yes/No (voluntary reporter): This identifies NTD reporting agencies that are recipients or beneficiaries of [Urbanized Area Formula Program](#) (UAF) grants and are required by statute to submit the NTD Annual Report. [Voluntary NTD reporters](#) are not required to submit the NTD Report since they are not recipients or beneficiaries of UAF Program grants. Refer to the Introduction section of this manual for more information on required and voluntary reporting.

Line 02: Are you requesting a Small System Waiver? **Pre-filled**, review for accuracy, edit as necessary.

- If Yes, the required forms will be generated.
- Does not apply to Grants Reporting or Planning Reporting Waivers.

Line 03: Organization Type. **Pre-filled**, review for accuracy, edit as necessary. Select only one from the drop-down menu:

- Independent [public agency](#) or authority for transit service. This typically includes transit districts and benefit areas that are legislated as independent entities with their own powers. Also, public transit may be only one of the independent agency's or authority's responsibilities. They may have responsibility for other transportation modes such as airports or ports.
 - If you are a joint powers agency, make this selection. Basically, this is a public entity that is a group of two or more public agencies that is set up to exercise powers together that members of the group already have.
- Subsidiary unit of a transit agency; reporting separately. This is typically part of an authority with multiple responsibilities such as a transportation authority responsible for both transit and airport transportation. Or, it may be a transit authority that has separate operating districts for different urbanized areas. For these subsidiaries, there will be multiple NTD reporters.
 - If there is only one subsidiary unit for transit or multiple subsidiaries that are all transit modes, make menu selection 1: independent public agency or authority for transit service.
- City, County or Local government; Unit or department of. This is the most common form of public transit organization. For NTD, the unit or department is the transit agency and reports as the city, county or local government since it is the legal entity with authority to operate transit.
- State government, Unit or department of. There are a limited number of state entities reporting to NTD. Independent public-benefit corporations for transit service that were chartered by the state should select independent public agency or authority for transit service. Select unit of or department of state government only if you are actually part of the state government and use one or more state employees.
- University and college systems: These are university and college systems of both private and public institutions providing public transportation.
- Area agency on aging. These are organizations established under the Older Americans Act in 1973 to respond to the needs of Americans sixty and over.
- MPO, COG or other planning agency. These entities primarily address short and long-range transportation needs in an area through a cooperative process among local jurisdictions. They are often involved in planning and capital grants for new transit modes prior to start-up of operations. They are often also responsible for regional vanpool programs reporting to the NTD.
- Other publicly-owned or publicly-chartered corporation. There are only a few of these entities reporting to NTD. They are usually quasi-public agencies that do not fit any of the above categories, such as a business improvement district that also provides transit service. Describe in the **Organization Type – Other Description** field.
- [Private-for-profit](#) corporation. There are only a few of these reporters. They operate independently for profit and are not under contract for transit service.
- [Private non-profit](#) corporation. There are only a few of these reporters. They do not operate for profit and are not under contract for transit service.
- Private provider reporting on behalf of a public entity. These are rare exceptions since NTD requires the buyer of service to report.
- Consolidated reporter. There are only a few consolidated reporters for NTD. Consolidated NTD reporters are a collection of transit agencies filing one report. One reporter may file a consolidated report on behalf of other reporters if it is easier to collect and control the quality of the data. This often occurs when one transit agency coordinates the development and funding of public transportation services in an area. Transit agencies filing a consolidated report must operate within the same UZA. Consolidated reporters must be pre-approved by FTA (See Introduction).
- Other: Select if none of the above apply. Describe in the **Organization Type – Other Description** field.

Line 05: Demographic Information. **Pre-filled**, review for accuracy, edit as necessary.

- Primary UZA: The primary [urbanized area](#) (UZA) where transit services provided by the agency, directly or through PT agreements, are physically located. The primary UZA cannot be edited.
- Service Area Information – Square Miles. Square miles in the transit agency's [service area](#) in accordance with the [Americans with Disabilities Act of 1990](#) (ADA) and local definitions. Statistics (population and area in square miles) for the UZA will not equal those for the service area in most cases.
- Service Area Information – Population. Population of the service area. Statistics (population and area in square miles) for the UZA will not equal those for the service area in most cases.

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- Secondary UZA / Non-UZA. Use the **Add UZA** or **Remove UZA** button to edit. The UZAs where transit services provided by the agency, directly or through PT agreements are physically located. Include areas covered by contractors filing their own NTD Annual Report. Do not use the funding criteria described in the Federal Funding Allocation Statistics form (FFA-10) to identify UZAs and [other than urbanized areas](#) (non-UZAs) served.

Line 06: Number of [vehicles operated in annual maximum service](#) (VOMS) by Mode and Type of Service.

- Enter the number of VOMS for each DO mode and each PT mode whose service is included in this report. Report route deviation and point deviation services as bus (MB) mode. Other: Select if none of the above apply. Describe in the Mode – Other Description field.
- Total Number of VOMS by Type of Service. This is an auto-calculated field and cannot be edited, review for accuracy. The sum of the number of vehicles operated in all modes in annual maximum service by TOS.
- Bus types of Fixed Guideway (FG). Select the bus type from the drop-down menu: MB, RB or CB. By TOS, indicate Yes if your transit agency operates service over FG; otherwise, indicate No. RB automatically generates with fixed guideway.
- Does not apply to Grants Reporting.

Line 07: Capital Investment for a Mode not Currently in Service

- **Pre-filled**, review for accuracy, edit as necessary. Use the **Add** or **Remove Mode / Type of Service** buttons as necessary.
- Select the mode and TOS combination for any modes not yet in operation for which the agency is incurring [capital expenses](#). This section is required for agencies with a Planning Waiver or a Capital (with or without Planning) Waiver with reduced reporting requirements.

Line 08: Filing a Separate NTD Report (Modes not included in this Report).

- **Pre-filled**, review for accuracy, edit as necessary. Use the **Add** or **Remove Mode / Type of Service** buttons as necessary.
- Select the modes for PT services that are not included in the transit agency's report.
- Does not apply to Grants Reporting

Contacts form (B-20)

Home	e-File	Annual	Monthly Ridership	Safety & Security	Notes	Issues	Reports	Communications	Sys Admin	Help
Form Name: Contacts (B-20)										Close Form
01 Contact Type: CEO										
Honorific * (ex: Mrs, Capt, etc.) <input type="text"/>										
First name * <input type="text"/> Initial <input type="text"/> Last name * <input type="text"/>										
Professional title * <input type="text"/>										
Mailing address line 1 * <input type="text"/>										
Mailing address line 2 <input type="text"/> P.O. Box <input type="text"/>										
City * <input type="text"/> State * <input type="text"/> Zip code * (ex: 22222) <input type="text"/> - <input type="text"/>										
Phone * (ex: (555) 123-4567) <input type="text"/> Ext. (ex:1234) <input type="text"/>										
Fax * (ex: (555) 123-4567) <input type="text"/>										
Email * (ex: ntd.user@ntd.com) <input type="text"/>										
02 Contact Type: NTD Contact										
Honorific * (ex: Mrs, Capt, etc.) <input type="text"/>										
First name * <input type="text"/> Initial <input type="text"/> Last name * <input type="text"/>										
Professional title * <input type="text"/>										
Mailing address line 1 * <input type="text"/>										
Mailing address line 2 <input type="text"/> P.O. Box <input type="text"/>										
City * <input type="text"/> State * <input type="text"/> Zip code * (ex: 22222) <input type="text"/> - <input type="text"/>										
Phone * (ex: (555) 123-4567) <input type="text"/> Ext. (ex:1234) <input type="text"/>										
Fax * (ex: (555) 123-4567) <input type="text"/>										
Email * (ex: ntd.user@ntd.com) <input type="text"/>										
03 Contact Type: Safety Contact										
Honorific * (ex: Mrs, Capt, etc.) <input type="text"/>										
First name * <input type="text"/> Initial <input type="text"/> Last name * <input type="text"/>										
Professional title * <input type="text"/>										
Mailing address line 1 * <input type="text"/>										
Mailing address line 2 <input type="text"/> P.O. Box <input type="text"/>										
City * <input type="text"/> State * <input type="text"/> Zip code (ex: 22222) <input type="text"/> - <input type="text"/>										
Phone * (ex: (555) 123-4567) <input type="text"/> Ext. (ex:1234) <input type="text"/>										
Fax (ex: (555) 123-4567) <input type="text"/>										
Email * (ex: ntd.user@ntd.com) <input type="text"/>										
04 Contact Type: Security Contact										
Honorific * (ex: Mrs, Capt, etc.) <input type="text"/>										
First name * <input type="text"/> Initial <input type="text"/> Last name * <input type="text"/>										
Professional title * <input type="text"/>										
Mailing address line 1 * <input type="text"/>										
Mailing address line 2 <input type="text"/> P.O. Box <input type="text"/>										
City * <input type="text"/> State * <input type="text"/> Zip code (ex: 22222) <input type="text"/> - <input type="text"/>										
Phone * (ex: (555) 123-4567) <input type="text"/> Ext. (ex:1234) <input type="text"/>										
Fax (ex: (555) 123-4567) <input type="text"/>										
Email * (ex: ntd.user@ntd.com) <input type="text"/>										
<input type="button" value="Save"/> <input type="button" value="Close"/> <input type="button" value="Print"/>										

Overview

The B-20 form identifies key personnel at the agency responsible for NTD reporting. The form collects information on how to reach the [chief executive officer](#) (CEO), NTD contact, and safety and security contacts.

Reporting Requirements and Thresholds

All reporters must complete this form.

What Has Changed from Prior Year

There are no changes for the 2013 report year.

Detailed Instructions

Most information is pre-filled on the form. Review and edit the information, as necessary.

The information includes names and titles, business addresses, telephone numbers, facsimile numbers, and e-mail addresses.

Contact Type: CEO

The CEO is the principal executive in charge of and responsible for your agency. Please refer to the Declarations section of the manual to find the responsibilities, as well as examples of, the chief executive officer. The person identified as the CEO in section 1 should be the same person indicated in the Chief Executive Officer form (D-10), part A. The CEO is the only person who is able to submit waiver requests and some other types of correspondence such as a new fixed guideway segment request. The first time during the year that the NTD report is submitted, the CEO must be the one who submits it.

Contact Type: NTD Contact

The NTD contact is the individual responsible for coordinating the NTD Annual Report. The contact person submits the NTD Annual Report and the Monthly report (for further information on the Monthly report, please see the Monthly Reporting Manual) and answers any questions that the Federal Transit Administration (FTA) may have concerning the report, including validation issues and waiver requests. The NTD contact is authorized to submit revisions to the NTD report after the CEO submits the original version.

Contact Type: Safety Contact

The safety contact is the individual with overall responsibility for the day-to-day safety of the transit agency.

Contact Type: Security Contact

The security contact is the individual with overall responsibility for the day-to-day security of the transit agency.

Line by Line Instructions Contacts form (B-20)

Complete the information for the required contacts: CEO, NTD contact, and safety and security contacts.

Form Level Help: Click on the **Help** tab at the top of the screen for form level help.

Form Notes: A form note can be attached to any form. Use the **Add Form Note** link for relevant information to a specific field, to the entire form or to multiple forms. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review and edit a form note from the **Notes** tab. Do not use the **Form Notes** feature to answer issues generated from this form. From the **Issues** tab use the **Add Comments** link next to the specific issue.

Saving or Closing the Form: Click on the **Save** button at the bottom of the screen to save the form. Click on the **Close** button at the bottom of the screen to close the form without saving.

Line 01: Contact Type: CEO. **Pre-filled** — review for accuracy and edit as necessary.

- Enter the name of the agency's CEO.
- The CEO's title (which may not actually be "CEO").

- The CEO's business mailing address.
- The CEO's business telephone number.
- The CEO's FAX number.
- The CEO's e-mail address.

Line 02: Contact Type: NTD Contact. **Pre-filled** — review for accuracy, edit as necessary.

- Enter the name of the person responsible for the NTD Annual Report.
- Enter the contact person's title.
- Enter the contact person's mailing address, if different than the agency mailing address.
- Enter the contact person's telephone number.
- Enter the contact person's FAX number.
- Enter the contact person's e-mail address.

Line 03: Contact Type: Safety Contact. **Pre-filled** — review for accuracy, edit as necessary.

- Enter the name of the person responsible for the safety forms.
- Enter the safety contact person's title.
- Enter the safety contact person's mailing address, if different than the Transit Agency mailing address.
- Enter the safety contact person's telephone number.
- Enter the safety contact person's FAX number.
- Enter the safety contact person's e-mail address.

Line 04: Contact Type: Security Contact. **Pre-filled** — review for accuracy, edit as necessary.

- Enter the name of the person responsible for security forms.
- Enter the security contact person's title.
- Enter the security contact person's mailing address, if different than the Transit Agency mailing address.
- Enter the security contact person's telephone number.
- Enter the security contact person's FAX number.
- Enter the security contact person's e-mail address.

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Contractual Relationship form (B-30)

Home

e-File

Annual

Monthly Ridership

Safety & Security

Notes

Issues

Reports

Communications

Sys Admin

Search

Summary

Help

Form Name: Contractual Relationship (B-30)

Close Form

Section A . Contract Summary

01 Contractual Relationship

Type *

NTD reporter

or Company

Make Selection

Make Selection

Make Selection

Add Company

Edit Company

02 Monetary Nature of Contractual Relationship (Check all that apply)

02(a) Type of contract (select only one)

1. ☒ competitively-bid contract

2. ☐ negotiated contract or agreement

02(b) Primary feature(select only one)

3. ☐ the buyer pays the seller a negotiated fixed rate per unit of service delivered

4. ☒ the buyer reimburses the sellers net operating expenses, based on an approved budget

02(c) Other features(select all that apply)

5. ☐ the buyer provides vehicles to the seller

6. ☐ the buyer provides maintenance or storage facilities to the seller

Section B . Key Financial and Operation Statistics

03 Contracted Service

Add Mode

Delete ☐

Mode

Make Selection

04 Vehicles/passenger cars operated in annual maximum service under contract

05 Number of months seller operated service during report year

Operating Expenses

06 Purchased transportation fare revenues

07 Net contract operating expenditures

07a Total contract cost auto calc sum of lines 06 and 07

07b Capital leasing expenditures

07c Total contract cost auto calc sum of lines 07a and 07b

08 Other costs incurred by the buyer

09 Total modal expenses auto calc line 07c plus line 08

Close

Print

Overview

The B-30 form collects key information on the parties to the contractual relationship, the nature of the contractual relationship, financial data and key operating statistics for the service covered by the contractual relationship.

Reporting Requirements and Thresholds

Reporters must complete this form if:

- They purchase transportation service from a [public entity](#) or [private operator](#); or
- They sell transportation services to a public entity.

A separate B-30 form is used to report each contractual relationship (i.e., contract) with each seller or buyer.

Service provided to a public transit agency or governmental unit by a public or private transportation provider is considered [purchased transportation](#) (PT) if it meets the following three conditions:

- The transit agency uses the contractor's employees to operate the [revenue vehicles](#);
- The arrangement is based on a written contract, either competitively procured or negotiated, that obligates the provider in advance and for [monetary consideration](#) to provide specific public transportation service; and
 - PT **does not include** franchising, licensing operations, management services, [cooperative agreements](#) or private conventional [bus](#) (MB) service;
- The service is funded solely by the public transit agency (buyer).

Data are reported only for those services that are specified in the PT agreement. All PT services must be reported, even if such services were only provided during part of your agency's fiscal year.

What Has Changed from Prior Year

The following changes have been made to the B-30 form for the 2013 reporting year:

- Section A, Contract Summary, requires more information pertaining to the contract than in past report years. Agencies must now specify the following:
 - The Type of the Contract, which is either:
 - Competitively-bid contract, or
 - Negotiated contract or agreement;
 - The Primary Features, which is either:
 - The buyer pays the seller a negotiated fixed rate per unit of service delivered; or
 - The buyer reimburses the seller's net operating expenses, based on an approved budget; and
 - Other Features, such as:
 - The buyer provides vehicles to the seller; or
 - The buyer provides maintenance or storage facilities to the seller; and
- Capital leasing expenditures must be reported by contract and type of service.

Approach

The key to completing this form is to determine whether a contractual relationship exists. In order to determine this, you must understand how a contractual relationship differs from a cooperative agreement, which is a financing arrangement between public entities, and discussed more fully below.

Contractual Relationship

A contractual relationship exists only if the following criteria are met:

- The seller is obligated in advance of the time the service is furnished to provide the operations for which the operating statistics are being reported, for a specific monetary consideration;
- A written agreement exists that specifies the contractual relationship for the time period and the specific service generating the operating statistics included in the NTD report; and
- The written agreement is signed by authorized representatives of both the buyer and the seller and details the services to be provided and the nature and amount of the monetary consideration.

Almost all contractual relationships on the B-30 form are for public agencies buying service from private providers. Typically, the purchased service is in the buyer's NTD Annual Report.

Cooperative Agreement

Public funds are often used to support transit services in addition to the money provided by the NTD reporter. A cooperative agreement is a financing arrangement between public entities. It is an agreement where one or more public transit agencies or governmental units contribute to, or are assessed for, the value of public transit services provided by another public transit agency. This agreement often is formulated through a written Memorandum of Understanding or mutual agreement on the calculation and payment for the services.

For NTD purposes, a cooperative agreement is NOT considered a contractual relationship in which a specific service is provided, e.g., a set number of trips according to a prescribed schedule. The service funded is not considered PT and, therefore, no B-30 form should be completed for the agreement.

Detailed Instructions

The system will automatically generate a copy of the Section A – Contract Summary information that was in your prior year's NTD Annual Report. This information can either be edited or the form deleted if necessary. Use the **Add Form** button at the bottom of the **Annual** screen and select B-30 form from the drop-down menu if additional B-30 forms are required.

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Complete one form for each buyer and seller of service identified in the form's contractual relationship section (top of screen). Use the **Add Form** button at the bottom of the **Annual** screen to create additional forms for each contractual relationship.

Section A – Contract Summary provides insight to the terms of the contract. For each contract, report the type of contract (i.e., competitively-bid or negotiated). Additionally, reporters must provide the monetary consideration under the contract, either a negotiated fixed rate or a reimbursement based on the seller's net operating expenses. If the buyer awarded the contract based on a competitively-bid process, retained fares or other system-generated revenue, provided vehicle to the seller or provided maintenance or storage facilities to the seller, this must also be noted on the B-30.

Key operating and financial statistics are reported in Section B – Key Financial and Operating Statistics. One contract may cover more than one [mode](#). To add modes to a contract, use the **Add Mode** button within Section B — Key Financial and Operating Statistics of the B-30 form.

Contractual Relationship

Type

Type identifies the reporting agency as the buyer or seller of the service, the other party to the contractual relationship, and who is reporting the operating data.

For brokerage relationships, you may report only transit service that is provided by agencies participating in the brokerage under the purchased transportation agreement. Do not report any trips brokered to a transit operator that is not part of the purchased transportation agreement.

Select one of the fourteen categories from the **Type** drop-down menu. If you select a category other than type 1, please contact your NTD analyst for assistance in completing your NTD Annual Report.

1. You are the public buyer of service from a private company that is not an NTD reporter and the service is being captured in this report as PT.
 - This is the most common case. The seller is a private company without an NTD ID and service is reported in the public agency's NTD report.
 - The public buyer is an NTD reporter.
 - The private seller does not report to NTD.
2. You are the public buyer of service from a public NTD reporter and the service is being captured in this report as DO.
 - This occurs when two public NTD reporters buy and sell service between them and the buyer reports the service. Contractual agreements between public NTD reporting agencies for transit services can be reported as DO service by either the seller or the buyer of service. In this case, the buyer is reporting the service. When the buyer (who is the reporting agency in this case) makes this menu selection, the seller selects type 7 in the seller's report.
 - Public buyer and public seller are both NTD reporters.
3. You are the public buyer of service from a private NTD reporter and the service is being captured in this report as PT.
 - This occurs when two NTD reporters buy and sell service between them and the public buyer reports the service from the private seller as PT. When the buyer (who is the reporting agency in this case) makes this menu selection, the seller selects type 8 in the seller's report.
 - Public buyer and private seller are both NTD reporters.
4. No longer available.
5. You are the public buyer of service and the service is being captured in the public seller's report as DO.
 - This occurs when two public NTD reporters buy and sell service between them and the seller reports the service as DO. Neither the buyer nor the seller is reporting as a brokerage. When the buyer (who is the reporting agency in this case) makes this menu selection, the seller selects type 6 in the seller's report.
 - Public buyer and public seller are both NTD reporters.
6. You are the public seller of service with a public buyer that is an NTD reporter and the service is being captured in this report as DO.

-
- This occurs when two public NTD reporters buy and sell service between them and the seller reports the service as DO. Neither the buyer nor the seller is reporting as a brokerage. When the seller (who is the reporting agency in this case) makes this menu selection, the buyer selects type 5 in the buyer's report.
 - Public buyer and public seller are both NTD reporters.
7. You are the public seller of service and the service is being captured in the public buyer's report as DO.
 - This occurs when two public NTD reporters buy and sell service between them and the buyer reports the service as DO. Contractual agreements between public NTD reporting agencies for PT services can either be reported by the seller or the buyer of service as DO service. When the seller (who is the reporting agency in this case) makes this menu selection, the buyer selects type 2 in the buyer's report.
 - Public buyer and public seller are both NTD reporters.
 8. You are the private seller of service and the service is being captured in the public buyer's report as PT.
 - This occurs when two NTD reporters buy and sell service between them and the public buyer reports the service from the private seller as PT. When the seller (who is the reporting agency) makes this menu selection, the buyer selects type 3 in the buyer's report.
 - Public buyer and private seller are both NTD reporters.
 9. You are the public buyer of service from a public seller who is a brokerage and the service is being captured in the seller's report as PT.
 - This usually occurs with demand response (DR) services. The public buyer purchases service from a public brokerage comprised of private and/or public providers. The broker assigns trips to the providers. In this case, the buyer and seller each file only one B-30 form showing the relationship between them and the service is captured in the broker's report as PT. When the buyer (who is the reporting agency) makes this menu selection, the seller selects type 10 in the seller's report.
 - Public buyer and public seller are both NTD reporters.
 10. You are the public seller of service (brokerage) and the service is being captured in this report as PT.
 - This usually occurs with DR services. The public seller (broker) sells service to a public agency (buyer) and the service is captured in the seller's report as PT. When the seller (who is the reporting agency) makes this menu selection, the buyer selects type 9 in the buyer's report.
 - Public buyer and public seller are both NTD reporters.
 11. You are the public seller of service with a private buyer that is not an NTD reporter and the service is being captured in this report as DO.
 - The buyer is a private company without an NTD ID and service is reported in the public agency's NTD report.
 - Public seller is an NTD reporter.
 - Private buyer does not report to NTD.
 12. You are the public buyer of service with a private seller who is an NTD reporter and service is being captured in the seller's report as DO.
 - This occurs when two NTD reporters buy and sell service between them. Usually, the service would be reported in the public agency's report as PT. However, in rare cases the private company will report the service. In these cases, permission must be obtained from FTA in advance. When the buyer (who is the reporting agency) makes this menu selection, the seller selects type 13 in the seller's report.
 - Public buyer and private seller are both NTD reporters.
 13. You are the private seller of service with a public buyer who is an NTD reporter and service is being captured in this report as DO.
 - This occurs when two NTD reporters buy and sell service between them. Usually, the service would be reported in the public agency's report as PT. However, in rare cases the private company will report the service. In these cases, permission must be obtained from FTA in advance. When the seller (who is the reporting agency) makes this menu selection, the buyer selects type 12 in the buyer's report.
 - Public buyer and private seller are both NTD reporters.
 14. You are the private seller of service with a public buyer who is not an NTD reporter and the service is being included in this report as DO.
-

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- The buyer is a public agency without an NTD ID. Usually, the public agency would submit a request for an NTD ID and the service would be captured in the public agency's NTD report as PT. However, in rare cases the private seller will report the service as directly operated. In these cases, permission must be obtained from FTA in advance.
- Private seller is an NTD reporter.
- Public buyer does not report to NTD.

The exhibit below summarizes the various elements of the Contractual Relationship Types listed above:

Exhibit 14 — Contractual Relationship Reporting (M = Mode, D = Directly Operated, P = Purchased Transportation)													
Contractual Relationship Types	1	2	3	5	6	7	8	9	10	11	12	13	14
You are public	X	X	X	X	X	X		X	X	X	X		
You are private							X					X	X
Contract is with a public transit agency		X		X	X	X	X	X	X			X	X
Contract is with a private transit agency	X		X							X	X		
You are the buyer	X	X	X	X				X			X		
You are the seller					X	X	X		X	X		X	X
Buyer and seller are both NTD reporters		X	X	X	X	X	X	X	X		X	X	
Either the buyer or the seller is not an NTD reporter	X									X			X
Service reported in your report as DO		X			X					X		X	X
Service reported in your report as PT	X		X						X				
Service reported in the other agency's report as DO				X		X					X		
Service reported in the other agency's report as PT							X	X					
Type of Service reported on Identification form (B-10), item 6	P	D	P		D				P	D		D	D
Reporter completes B-10 form, item 8				M		M	M	M			M		
Transit Agency is filing a complete report	X	X	X		X				X	X		X	X
Required forms if filing separate report: Basic Information Module forms, Financial Module forms including F-30, line 12				X		X	X	X			X		
Matching menu selections on Contractual Relationship form (B-30), line 2 for contracts with another NTD reporter		7	8	6	5	2	3	10	9		13	12	

NTD Reporter or Company

Identify the other party to the contractual relationship using the **NTD Reporter** or **Company** drop-down menus. The NTD reporter menu lists the name and NTD ID of transit agencies, both private and public, reporting to the NTD in the current report year. The **NTD Reporter** drop-down menu includes all NTD reporters and their identification numbers (NTD IDs) from the 2012 NTD who are reporting in the current report year, in ascending order by transit agency identification number.

The **Company** drop-down menu includes all private operators identified in your prior years report, displayed in ascending alphabetical order. These private companies are not filing separate reports to the NTD. If you need to add a company that is not included in the **Company** drop-down menu, click on the **Add/Edit Company** button to enter the name of a new private company.

If you are contracting with a private company that filed a separate report last year, but this year is not filing a report, use the **Add/Edit Company** button to enter the name of the private company. Do not use the **NTD Reporter** drop-down menu because the private company will no longer be included in the menu.

The type selected above (1 - 14) determines which menu is required. Types 1, 11 and 14 will require the **Company** menu; types 2, 3, 5 through 10, 12 and 13 will require the **NTD Reporter** menu.

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Contracted Service

This section describes key financial and operational characteristics of the contracted service.

Mode

Use the **Add Mode** button in this section of the form to generate the necessary fields for a mode. To add additional modes under the same contract, use the **Add Mode** button in this section of the form.

From the menu, select the desired mode.

Use the **Delete Mode** button to remove a mode and the **Delete Form** button to remove the entire form.

Vehicles / Passenger Cars Operated in Annual Maximum Service under Contract

Report, by mode, the number of revenue [vehicles operated in annual maximum service](#) (VOMS).

If vehicles are used for more than one mode, report them under each mode for which they are used, and describe the number of vehicles by mode using the **Add Form Notes** link. For example, if the seller operates ten buses and five DR vehicles operated in annual maximum service, report MB 10, DR 5 and state this using the **Add Form Notes** link.

Similarly, if the same vehicle is used for more than one contract, report this vehicle for each contract that the vehicle is used, and describe using the **Add Form Notes** link.

Number of Months Seller Operated Service During Report Year

By mode, report the number of months that the seller operated service during the report year under the contract. If service was operated less than a full report year, describe the term of the contract (beginning date and contract length) using the **Add Form Notes** link. Use the following rounding rule to determine the number of months:

- Days 1-15: Service beginning during these days is counted as having been operated for the entire month. Service ending during these days is counted as not having been operated during the month.
- Days 16-31: Service beginning during these days is counted as not having been operated for the entire month. Service ending during these days is counted as having been operated during the month.

For example, a PT agreement specifies a 24-month term with a one-year option. Service began operating on May 15. The reporter has a calendar fiscal year. Report 8 months as the length of the contract (May through December).

Operating Expenses

Purchased Transportation Fare Revenues

Report by mode, the [purchased transportation \(PT\) fare revenues](#).

PT fare revenues are fare revenues derived from the transit services provided under the PT agreement, regardless of whether fares are retained by the seller or returned to the buyer. They also include fares collected or sold by the buyer for users of the purchased service. For example, if the buyer of the PT service sells tickets, tokens or passes for these users, this revenue is reported as part of PT fare revenues.

Net Contract Expenditures

Report, by mode, the [net contract expenditures by the buyer](#) after fare revenues have been deducted. These are the payments and accruals due the seller for providing the transit services under the PT agreement after the fare revenues earned have been considered. Net contract expenditures are calculated one of two ways depending on the contracting relationship:

- Seller retains the fare revenues. The total money earned by the seller is the sum of the fare revenues collected and the additional payments made by the buyer to the seller. The net contract expenditures equal the additional payments by the seller.
- Seller returns the fare revenues. The seller collects the fare revenues and immediately transfers the receipts to the buyer. The total money earned by the seller equals the payments made by the buyer. The net contract expenditures equal the payments made by the buyer less the fare revenues collected.

Total contract operating expenses

Displays the total operating costs for each contract (non-editable auto-calculated total of lines 06 and 07).

Capital Expenses

Capital Leasing Expenditures

NTD requires that all expenses to provide transit service are reported. Capital leasing expenditures are those costs charged to the buyer for the use of the seller's capital assets. If the seller's vehicles are used to provide the contracted service, typically depreciation of these vehicles are charged to the buyer. The buyer reports this as a capital leasing expenditure. Capital leasing costs may not be itemized on the invoices to the buyer; however, a portion of the payments to the seller are intended to cover these expenses. Should such an arrangement exist that the seller's capital assets are used, these expenses must be separated and reported on the B-30.

Total Contract Cost

Displays the total contract costs for each contract (non-editable auto-calculated total of lines 07a and 07b).

Other Costs Incurred by the Buyer

Report by mode [other costs incurred by the buyer](#). These are expenses of the buyer (public transit agency or governmental unit) that are directly attributable to the provision of PT services. You must report these costs, in accordance with the principle of fully allocated cost. Examples include:

- Providing maintenance services or fuel for the vehicles used by the seller;
- Gathering and compiling NTD data;
- Monitoring of the seller's operations and other similar costs where the buyer uses its resources to support the purchased service; and
- Maintaining the office in which your employees who oversee the contract work.

Total Modal Expenses

Displays the total cost to the buyer to provide the contracted transit services (non-editable auto-calculated total of line 07c and line 08).

The following exhibits illustrate how to report fare revenues and net contract expenditures, and how the total contract costs are calculated.

Exhibit 15 — B-30 Reporting – Contractor Keeps Fares

Example: Regional Transit contracts with AZ Company for DR service. AZ Company provides the vehicles.

Under the contract:

- Regional Transit agrees to pay AZ Company \$1,200,000 for providing the DR service.
- \$200,000 of the contract covers the depreciation of AZ Company's vehicles.
- AZ Company retains fare revenues of \$300,000.
- For operating the service, AZ earns \$1,500,000 (\$1,200,000 fee + \$300,000 of retained fare revenues).
- Region Transit incurs costs of \$35,000 related to this service including salaries, electricity, rent, phones, etc.

What is reported?

Solution: Regional Transit would report the following:

Purchased transportation fare revenues	\$300,000
Net contract expenditures (\$1,200,000 fee less \$200,000 of capital expenses)	<u>1,000,000</u>
Total contract operating expenses (auto-calculation)	\$1,300,000
Capital leasing expenditures	<u>200,000</u>
Total Contract Cost (auto-calculation)	\$1,500,000
Other Costs Incurred by the Buyer	<u>35,000</u>
Total modal expenses	<u>\$1,535,000</u>

For contracts in which the seller retains fare revenues, the net contract expenditures by the buyer equals the actual payments or accruals made by the buyer (less the portion attributable to capital leasing expenditures).

Exhibit 16 — B-30 Reporting – Buyer Keeps Fares

Example: Regional Transit contracts with AZ Company for DR service. AZ Company provides the vehicles. Under the contract:

- Regional Transit agrees to pay AZ Company \$1,500,000 for providing the DR service.
- \$200,000 of the contract covers the depreciation of AZ Company's vehicles.
- AZ Company returns fare revenues of \$300,000 to Regional Transit
- Regional Transit incurs costs of \$35,000 related to this service including salaries, electricity, rent, phones, etc.

What is reported?

Solution: Regional Transit would report the following:

Purchased transportation fare revenues	\$300,000
Net contract expenditures	
(\$1,500,000 fee less \$300,000 of returned fares less \$200,000 of capital expenses)	<u>1,000,000</u>
Total contract operating expenses (auto-calculation)	\$1,300,000
Capital leasing expenditures	<u>200,000</u>
Total Contract Cost (auto-calculation)	\$1,500,000
Other Costs Incurred by the Buyer	<u>35,000</u>
Total modal expenses	<u>\$1,535,000</u>

For contracts in which the PT fare revenues are returned to the buyer by the seller, the net contract expenditures by the buyer equals the actual payments or accruals made by the buyer net of (or minus) the PT fare revenues (less the portion of the payments attributable to capital leasing expenditures).

Note: In the examples in Exhibits 15 and 16, Regional Transit reported the same amounts for Net contract expenditures (and all of the resulting total costs fields) because the fee in Exhibit 16 was increased by the exact amount of the returned fares. In practice, it is unlikely that the two scenarios would result in exactly the same reporting requirements because fees are typically negotiated without exact knowledge of or regard to what the collected and returned fees will be.

The Exhibits below provide examples of how Purchased Transportation Services are reported for a user-side subsidy program and a brokerage system.

Exhibit 17 — Purchased Transportation Services Reporting — Transit Agency X (User-Side Subsidy Program)

Example: Public Transit Agency X (PTAX) operates a user-side subsidy program to provide general public service in a small, outlying suburban community. PTAX contracts with Community Taxi Company to supply the service. Community Taxi was selected on October 2011 through a competitive procurement process that is conducted every three years. The arrangement has the following features:

- Users register at one of eight local outlets. The users must show a picture identification card and then are issued a numbered user card that is good for 20 trips.
- The user is required to contact Community Taxi to make a trip reservation. Community Taxi is required by PTAX to schedule the requested trips as shared rides to minimize service costs and to meet the definition of public transportation.
- The PTAX user-side program pays one-half of the taxicab fare for general public users up to a maximum of \$3.00. The users are responsible for the additional cost of trips that exceed \$6.00.
- The PTAX user-side program pays one-half of the taxicab fare for ADA-qualified users up to a maximum of \$9.00. The users are responsible for the additional cost of trips that exceed \$18.00.
- PTAX uses part of a staff position for contract administration and customer information support totaling \$55,000 in labor, \$15,000 in fringe benefits, \$2,000 for telephone costs, and \$3,000 to maintain the office in which the staffer works.
- For the current report year, general public and ADA users paid \$656,023 in fares to obtain \$1,057,653 in service. Community Taxi reported that \$200,456 of its revenues of \$1,057,653 cover the depreciation of the taxicabs. Community Taxi operated 30 taxicabs in annual maximum service.

How should this service be reported on the Contractual Relationship form (B-30)?

Solution:**01 Contractual Relationship**

Type: The reporting agency is the public buyer of service from a private company that is not an NTD reporter and the service is being captured in this report as purchased transportation (PT)

NTD Reporter or Company: Community Taxicab Company

Type of Contract: Competitively-Bid Contract

Primary Feature: The buyer reimburses the seller's net operating expenses, based on an approved budget.

03 Contracted Service

Mode: DT

04 Vehicles/passenger cars operated in annual maximum service under contract: 30

05 Number of months seller operated service during report year: 12

Modal Expenses:

06 Purchased transportation fare revenues: \$656,023

07 Net contract expenditures: \$201,174

07a Total contract operating expenses (auto calc line 06 plus line 07): \$857,197

07b Capital leasing expenditures: \$200,456

07c Total Contract Cost (auto calc line 07a plus line 07b): \$1,057,653

08 Other costs incurred by the buyer: \$75,000

09 Total modal expenses (auto calc line 07c plus line 08): \$1,132,653

Exhibit 18 — Purchased Transportation Services Reporting — Public Transit Agency Y (Brokerage System)

Example: Public Transit Agency Y (PTAY) is a recipient of UAF Program funds, and contracts for DR service with Access (seller), a public brokerage who files an NTD urban report. PTAY has a negotiated contract with Access. The arrangement has the following features:

- PTAY pays Access \$5,000,000 for the service based on each unlinked passenger trip (UPT).
- PTAY supports the DR program with one contract administrator with a salary of \$50,000, fringe benefit costs of \$10,000, and office maintenance costs of \$5,000.
- Access collects \$600,000 in fare revenues.
- Access operates a brokerage involving three non-profit providers who also use the vehicles for other transportation services not under contract to Transit Agency Y with the following Vehicles in annual maximum service (VOMS):

<u>Provider</u>	<u>VOMS</u>
-----------------	-------------

Provider 1	150
------------	-----

Provider 2	250
------------	-----

Provider 3	375
------------	-----

- The annual depreciation charge for these vehicles was \$800,000.

What is required under NTD?

Solution:

01 Contractual Relationship

Type: The reporting agency is the buyer of service from a seller who is a brokerage and the service is being captured in the seller's report as PT

NTD Reporter or Company: Access

Type of Contract: Negotiated contract or agreement

Primary Feature: The buyer pays the seller a negotiated fixed rate per unit of service delivered

03 Contracted Service

Mode: DR

04 Vehicles/passenger cars operated in annual maximum service under contract: 275

05 Number of months seller operated service during report year: 12

Modal Expenses

06 Purchased transportation fare revenues: \$600,000

07 Net contract expenditures: \$3,600,000

07a Total contract operating expenses (auto calc line 06 plus line 07): \$4,200,000

07b Capital leasing expenditures: \$800,000

07c Total Contract Cost (auto calc line 07a plus line 07b): \$5,000,000

08 Other costs incurred by the buyer: \$65,000

09 Total modal expenses (auto calc line 07c plus line 08): \$5,065,000

Key Relationships Between Forms

All NTD reports must be balanced. The service reported on the Service form (S-10) must have fully allocated operating costs reflected on the forms in the Financial Module. Any assets used to support that service must be reflected on the forms in the Asset Module. In a purchased transportation relationship, the buyer pays the seller the fully-allocated costs of operating the service. The following exhibit summarizes how information on the B-30 form relates to information on the B-10 and certain Financial forms.

Exhibit 19 — Relationship of B-30 Information to Other Forms

B-30	B-10	F-10	F-30	F-40
04. Vehicles/passenger cars operated in annual maximum service under contract must equal	06. Vehicles operated in annual maximum service – Purchased Transportation			
05. Purchased transportation fare revenues must equal		03. Passenger Fares for Purchased Transportation Service		
07a. Total contract operating expenses must equal			11. In Report (01)	
07b. Capital leasing expenditures must be less than or equal to				18. Leases and Rentals (512)
08. Other costs incurred by the buyer must equal			The sum of lines 1-10; 13.	

Line by Line Instructions for the Contractual Relationship form (B-30)

Complete one form for each buyer and seller of service contractual relationship. Use the **Add Form** button at the bottom of the **Forms** screen to create additional forms for each contractual relationship.

Form Level Help: Click on the **Help** tab at the top of the screen for form level help.

Form Note: A form note can be attached to any form. Use the **Add Form Note** link for relevant information to a specific field, to the entire form or to multiple forms. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review or edit a form note from the **Notes** tab. Do not use the **Form Notes** feature to answer issues generated from this form. From the **Issues** tab use the **Add Comments** link next to the specific issue.

Saving or Closing the Form: Click on the **Save** button at the bottom of the screen to save the form. Click on the **Close** button at the bottom of the screen to close the form without saving.

Deleting the Form: Click on the **Delete** button at the bottom of the form to delete both sections A and B, or click on the **Delete Box** button in line 3 if you want to delete Section B – Key Financial and Operating Statistics only.

Section A – Contract Summary Type

Line 01: Contractual Relationship.

Type: Select the option that identifies your agency as the [buyer](#) or [seller](#) of the transportation service and indicates whose report includes the operational data for the [purchased transportation](#) (PT) service from the drop-down menu:

1. You are the public buyer of service from a private company that is not an NTD reporter and the service is being captured in this report as PT.
 - This is the most common case. The seller is a private company without an NTD ID and service is reported in the public agency's NTD report.
 - The public buyer is an NTD reporter.
 - The private seller does not report to NTD.
2. You are the public buyer of service from a public NTD reporter and the service is being captured in this report as [directly operated](#) (DO).
 - This occurs when two public NTD reporters buy and sell service between them and the buyer reports the service. Contractual agreements between public NTD reporting agencies for transit services can be reported as DO service by either the seller or the buyer of service. In this case, the buyer is reporting the service. When the buyer (who is the reporting agency in this case) makes this menu selection, the seller selects type 7 in the seller's report.

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- Public buyer and public seller are both NTD reporters.
- 3. You are the public buyer of service from a private NTD reporter and the service is being captured in this report as PT.
 - This occurs when two NTD reporters buy and sell service between them and the public buyer would reports the service from the private seller as PT. When the buyer (who is the reporting agency in this case) makes this menu selection, the seller selects type 8 in the seller's report.
 - Public buyer and private seller are both NTD reporters.
- 4. No longer available.
- 5. You are the public buyer of service and the service is being captured in the public seller's report as DO.
 - This occurs when two public NTD reporters buy and sell service between them and the seller reports the services as DO. Neither the buyer nor the seller is reporting as a [brokerage](#). When the buyer (who is the reporting agency in this case) makes this menu selection, the seller selects type 6 in the seller's report.
 - Public buyer and public seller are both NTD reporters.
- 6. You are the public seller of service with a public buyer that is an NTD Reporter and the service is being captured in this report as DO.
 - This occurs for sellers who are not public transit agencies and the seller reports the service as DO. When the seller (who is the reporting agency in this case) makes this menu selection, the buyer selects type 5 in the buyer's report.
 - Public buyer and public seller are both NTD reporters.
- 7. You are the public seller of service and the service is being captured in the public buyer's report as DO.
 - This occurs when two public NTD reporters buy and sell service between them and the buyer reports the service as DO. When the seller (who is the reporting agency in this case) makes this menu selection, the buyer selects type 2 in the buyer's report.
 - Public buyer and public seller are both NTD reporters.
- 8. You are the private seller of service and the service is being captured in the public buyer's report as PT.
 - This occurs when two NTD reporters buy and sell service between them and the public buyer reports the service as PT. When the seller (who is the reporting agency) makes this menu selection, the buyer selects type 3 in the buyer's report.
 - Public buyer and private seller are both NTD reporter
- 9. You are the public buyer of service from a public seller who is a [brokerage](#) and the service is being captured in the seller's report as PT.
 - This usually occurs with [demand response](#) (DR) services. The public buyer purchases service from a public brokerage comprised of private and/or public providers. The broker assigns trips to the providers. In this case, the buyer and seller each file only one B-30 form showing the relationship between them and the service is captured in the broker's report as PT. When the buyer (who is the reporting agency) makes this menu selection, the seller selects type 10 in the seller's report.
 - Public buyer and public seller are both NTD reporters.
- 10. You are the public seller of service (brokerage) and the service is being captured in this report as PT.
 - This usually occurs with DR services. The public seller (broker) sells service to a public agency (buyer) and the service is captured in the seller's report as PT. When the seller (who is the reporting agency) makes this menu selection, the buyer selects type 9 in the buyer's report.
 - Public buyer and private seller are both NTD reporters.
- 11. You are the public seller of service with a private buyer that is not an NTD reporter and the service is being captured in this report as DO.
 - The buyer is a private company without an NTD ID and service is reported in the public agency's NTD report.
 - Public seller is an NTD reporter.
 - Private buyer does not report to NTD.

12. You are the public buyer of service with a private seller who is an NTD reporter and service is being captured in the seller's report as DO.
 - This occurs when two NTD reporters buy and sell service between them. Usually, the service would be reported in the public agency's report as PT. However, in rare cases the private company will report the service. In these cases, permission must be obtained from FTA in advance. When the buyer (who is the reporting agency) makes this menu selection, the seller selects type 13 in the seller's report.
 - Public buyer and private seller are both NTD reporters.
13. You are the private seller of service with a public buyer who is an NTD reporter and service is being captured in this report as DO.
 - This occurs when two NTD reporters buy and sell service between them. Usually, the service would be reported in the public agency's report as PT. However, in rare cases the private company will report the service. In these cases, permission must be obtained from FTA in advance. When the seller (who is the reporting agency) makes this menu selection, the buyer selects type 12 in the buyer's report.
 - Public buyer and private seller are both NTD reporters.
14. You are the private seller of service with a public buyer who is not an NTD reporter and the service is being captured in this report as DO.
 - The buyer is a public agency without an NTD ID. Usually, the public agency would submit a request for an NTD identification number (NTD ID) and the service would be captured in the public agency's NTD report as PT. However, in rare cases the private seller will report the service as directly operated. In these cases, permission must be obtained from FTA in advance.
 - Private seller is an NTD reporter.
 - Public buyer does not report to NTD.

NTD Reporter. This menu is used to select [public transit agencies](#) or [private operators](#) that file NTD reports and have a NTD ID. If you selected types 2, 3, 5 through 10, 12 and 13 to describe the type of contractual relationship, select the other party to the contractual relationship from the drop-down menu.

Company. This menu is used to select private operators that do not file NTD reports. If you selected types 1, 11 or 14 to describe the type of contractual relationship, select the other party to the contractual relationship. If the operator is not in the menu, click on the Add/Edit Company button to enter the name of a new private company. If you are a private company who had a contract with an NTD reporter that filed a report last year, but this year is not filing a report, the agency will no longer be listed in the NTD reporter drop-down menu.

Type of Contract. Select the contract specified between your agency and the contractor. Click on competitively-bid contract or negotiated contract or agreement.

Primary Feature. Select the monetary nature of the contract: the buyer pays the seller a negotiated fixed rate per unit of service delivered or the buyer reimburses the seller's net operating expenses, based on an approved budget.

Other Features. Select any of the options that apply to the agency's contract.

Section B – Key Financial and Operating Statistics

Line 03: Contracted Services.

- Click on the **Add Mode** button; Internet Reporting will generate a column of data items to complete. At the top of the column is a drop-down menu that contains all [modes](#) identified on the B-10 form. Select the mode for this contractual relationship. If additional modes are operated under this contract, click again on the **Add Mode** button to generate another column, and select the next mode.

Line 04: Vehicles / Passenger Cars Operated in Annual Maximum Service – by Mode and Type of Service.

- Enter the number of [revenue vehicles](#) operated under the PT agreement to meet annual maximum service requirements.
- If a vehicle is used for more than one mode or contract, report the vehicle for each mode and for each contract and describe. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. Indicate the number of vehicles used and for which modes or contracts.

Line 05: Number of Months Seller Operated Service During Report Year – by Mode and Type of Service.

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- Enter the number of months that the seller operated service during the report year. If service was operated less than a full report year, describe the term of the contract (beginning date and number of months service was to be provided). Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen.

Line 06: Purchased Transportation Fare Revenues – by Mode and Type of Service.

- Enter all [purchased transportation fare revenues](#) from the service under the PT agreement, regardless of whether the fares are retained by the seller or returned to the buyer.
- Fares are usually collected by the seller, but also include fares collected or sold by the buyer for users of the purchased transportation service. For example, if the buyer sells tickets, tokens or passes for these users, this revenue is part of purchased transportation fare revenues. Describe any unusual circumstances regarding fare revenues or to confirm that no fares are charged. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen.

Line 06a: Vehicle Lease Expenses- by Mode and Type of Service.

Line 07: Net Contract Expenditures – by Mode and Type of Service.

- Enter payments or accruals, not including purchased transportation fare revenues from the service, under the PT agreement.

Line 07a: Total Contract Operating Expenses (sum of line 06 and line 07). This is an **auto-calculated** field and cannot be edited, review for accuracy.

Line 07b: Capital Leases Expenditures – by Mode and Type of Service.

- Enter the expenses incurred by the buyer for use of the seller's capital assets.

Line 07c: Total Contract Cost- by Mode and Type of Service. This is an **auto-calculated** field and cannot be edited, review for accuracy.

Line 08: Other Costs Incurred by the Buyer – by Mode and Type of Service.

- Enter any other [operating expenses](#) (OE) that the transit agency reporter (identified on the B-10) has incurred as buyer ([other costs incurred by the buyer](#)) of the PT services. If you are the seller filing this NTD report, this field will not be available to you.

Line 09: Total Modal Expenses, by Mode – by Mode and Type of Service.

- This is an **auto-calculated** field and cannot be edited, review for accuracy. This is the buyer's total Operating Expenses for the PT service equal to the sum of [net contract expenditures by the buyer](#) (line), purchased transportation fare revenues (line 06), and other costs incurred by the buyer (line 08).